



WESTERN WASHINGTON

POSITION: PROGRAM COORDINATOR (SKAGIT)

IMMEDIATE SUPERVISOR: Senior Director
ASSOCIATION: Dispute Resolution Center
HOURS & WAGES: Part Time/24 hours/week/ DOE
DATE OF DESCRIPTION: November 2015

GENERAL FUNCTION: To assist the Senior Director and Director of Operations in a variety of training, volunteer management, marketing, intake and community projects. Responsible for coordinating Skagit programs requiring a diversity of skills depending on programs' needs. Assist in the overall Dispute Resolution Center programs & functions.

QUALIFICATIONS: Bachelor's degree or equivalent and 4 years of relevant experience. Demonstrated belief in alternative dispute resolution processes with knowledge of mediation, facilitation and training coordination. Currently certified or ability to become certified as a Washington State Mediator soon after employment. Experience in Program Administration. Effective written and verbal communication skills. Marketing skills, including the development of promotional and training materials. Highly developed interpersonal skills with the ability to work cooperatively with staff, volunteers and community. Ability to prioritize and work independently on complex tasks. Basic proficiency with computers, word processing skills.

PRINCIPAL ACTIVITIES:

- Manage day-to-day Skagit office operations.
- Coordinate and promote services, trainings, projects, and workshops.
- Coordinate and promote Small Claims Court, mediation and facilitation programs.
- Assist in marketing/outreach conflict resolution services to partners and community.
- Assist with the scheduling of clients, rooms and volunteers.
- Support collection of data for DRC reports.
- Recruit and interview volunteer mediators for practicum.
- Coordinate volunteer mediators' activities and programs and provide evaluation.
- Plan and coordinate in-service training sessions for volunteers.
- Organize and maintain volunteer mediator records.
- Review client evaluations and observation forms.
- Oversee and maintain client files, computer data and monthly volunteer reports.
- Assist in coordinating VOICE trainings and case management.
- Provide guidance and skill development of interns and volunteers.
- Prepare mediation rooms and technical aspects of usage.
- Order supplies for the Skagit office and oversee the general appearance common areas and mediation rooms.
- Connect with Snohomish office through staff meetings, trainings and correspondence.
- Coordinate and develop other projects/programs as assigned.

If you wish to apply for this position, please email your cover letter and resume to:
recruiter@voaww.org.

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diseases covered under the Act. Additionally, the agency complies with applicable state and local laws governing non-discrimination in employment.